

EDUCATION CULTURE AND SPORT

Guidance on

Asbestos Management

For

Schools

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1. The Corporate Policy on Control of Asbestos

Corporate Policy Reference

This document refers to the aims and objectives outlined in the Council's general statement of Health and Safety Policy:

- Arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision and maintenance of a working environment for employees that is, as far as is reasonably practicable, safe without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- The specific Asbestos Policy can be found on the Housing and Property Services Website

Corporate Policy Statement

The Highland Council recognises the health risks associated with breathing in air contaminated with asbestos dust/fibres. Arrangements will be made to ensure, so far as is reasonably practicable, that employees and others (clients, contractors, visitors pupils and public) who use Highland Council premises are not at risk from exposure to hazardous forms of asbestos. The arrangements will take account of current legislative requirements, codes of practice and other guidance produced by the Health and Safety Executive and the Highland Council

Corporate Arrangements

The following action will be taken to ensure that an effective management system is established for the control of asbestos in Highland Council premises:

An Asbestos Register will be maintained, identifying the location, type, condition and appropriate control measures relating to asbestos in all Highland Council premises.

- Surveys of premises not currently on the asbestos register will be carried out to determine whether asbestos is present.
- Where asbestos is discovered in premises it will be categorised and subsequently managed in accordance with the risk it presents.
- The assessment of risk in any location will determine whether the asbestos has a potential for fibre release.

Asbestos with a potential for fibre release will be:

- repaired and sealed
- enclosed or
- removed
- whichever is most appropriate, depending on its location and the potential risk for future damage.

All asbestos, whether in good condition or repaired, sealed or enclosed will be recorded and where service policy and practicality allows, will be labelled. Its condition will be regularly monitored.

The presence of asbestos in a building, including its location, condition and management arrangements will be brought to the attention of the person responsible for maintaining that building and the Responsible Premises Officer in the form of an Asbestos Management Plan document specific for each property.

Procedural arrangements will be developed to ensure that any person required to undertake building maintenance, repair or cleaning work will not disturb or accidentally cause the release of asbestos fibres during the course of their work. In high risk areas this may involve a permit to work system.

The Housing and Property Services, Property Risk Management Officer will act as Asbestos Co-ordinator. Responsibilities will include:

- Maintaining the asbestos register
- Liaising with all Council Services to ensure that appropriate surveys are carried out.
- Arranging the employment of specialist consultants for advice and services associated with asbestos and its control.
- Checking in conjunction with the Health, Safety and Wellbeing Manager risk assessments and method statements of contractors involved in work that may present asbestos risks.
- Co-ordinating asbestos activities under the Construction (Design and Management) Regulations 2007.
- Ensuring that the Health and Safety Executive are informed of any proposed asbestos removal work.

- Ensuring that any asbestos waste is disposed of in accordance with statutory requirements and that the Scottish Environmental Protection Agency is given the requisite notice of intended disposal.

Sampling of material suspected of containing asbestos will only be undertaken by persons competent to do so. Except for certain prescribed circumstances the removal of asbestos will only be undertaken by licensed contractors.

Asbestos surveying carried out by external resources shall only be carried out by organisations with competent persons having personal certification for asbestos surveys from a certification body and which has been accredited by the United Kingdom Accreditation Service (UKAS) controlled by the housing and property management system.

2. Education Culture and Sport – Asbestos Management

This section provides detail of the *Education Culture and Sports Asbestos Management Arrangements* and the Roles and Responsibilities of all stakeholders.

Statement of Intent:

Education Culture and Sport shall ensure that, as far as is reasonably practicable, no persons in properties managed/occupied by the Education Culture & Sport Service (hereafter referred to as the Service) are exposed to risks to their health due any asbestos containing materials that may be present.

Scope and Application:

This document conforms to the requirements of the Health and Safety at Work Act etc 1974 and the Control of Asbestos Regulations 2006. The document and related procedures, will apply to all property managed/occupied by the Service and to all persons who either work in or visit these facilities for whatever purpose.

In accordance with the Highland Council's Statement of Policy on Health and Safety at Work Act, the Service Director is responsible for applying the Corporate Health and Safety Policy. This includes asbestos management.

All Responsible Premises Officers (RPO) within the Service shall comply with this policy.

3. The Asbestos Management Framework

The Service will comply with on the following:

- All operational property constructed before the year 2000 will be surveyed to identify asbestos containing material that may be present therein.
- An asbestos management plan (hereafter referred to as the plan) will be produced for each property surveyed. Thereafter, each plan will be maintained and updated, when appropriate, as changes take place to the use and physical layout of the property.
- Procedures will be developed and implemented for the effective management of all asbestos containing material (ACM) identified in the plan.
- Each RPO will be provided with the appropriate training relevant to the property to ensure that they are aware of the requirements of the plan, including:
 - The implementation of the appropriate access control procedures for the building
 - Ensuring that the requirements of the plan are communicated to all staff and users of the building
 - The appropriate actions to take when asbestos has been disturbed
- The Service will commit to provide the appropriate training to all newly appointed RPOs within 1 month of their appointment
- There will be periodic monitoring by Housing and Property/ECS Area Manager/Corporate Health and Safety Team to evidence that the requirements of the plan are fully understood within each building constructed before the year 2000.

Roles and Responsibilities

ECS Senior Management Team

- To define the service's arrangements for communication of asbestos management plans prepared for ECS property.
- Advising on the resources and monitoring arrangements for implementation of asbestos management plans prepared for ECS property.
- Ensure that this guidance is brought to the attention of all service managers, head teachers and employees and is fully understood.

Area ECS Manager

- Ensuring awareness and application of the asbestos management plan arrangements and training for ECS properties in areas under their control (particularly at induction of new head teachers).
- Conduct periodic monitoring of the arrangements of asbestos management plans and report findings to the ECS Senior Management team.

Head Teachers as Responsible Premise Officer (RPO)

To ensure that suitable arrangements are in place for implementing and complying with all policy, procedures and guidance relating to the plan. In particular this shall include:

- To take full responsibility for the management of the plan within the school establishment.
- To ensure that there is regular communication of the requirements of the plan to all staff within the establishment and to maintain an awareness of the potential risks of asbestos containing material. (Note establishment covers all areas within the school boundary e.g. kitchen, communities facility, third party use e.g. dental caravan.)
- To communicate all requests for all works that may affect the fabric of the property irrespective of no asbestos containing material to the Housing and Property Maintenance Officer (i.e. no works to be directly commissioned or undertaken by the school)
- To ensure that no work will be carried out to the fabric of the building **all work must be authorised and recorded through The Housing and Property Management System** and a Customer Notification/Plan

in Place Order has been received from their Maintenance Officer prior to any work commencing within the school.

- To ensure that any person undertaking work at the premises is aware of and has fully understood the requirements and contents of the plan.
- To ensure that regular and routine inspection of any asbestos identified in the plan is undertaken, at least on an annual basis and more frequently for higher risk items (in conjunction with the Maintenance Officer)
- To seek the appropriate advice from the Housing and Property Service including, when required, any amendments to the plan that may be considered necessary.
- In accordance with the requirements of the plan to make arrangements to isolate the area adjacent to any disturbed or damaged asbestos.
- To ensure that the Director of Housing and Property and The Health, Safety and Wellbeing Manager in accordance with the agreed monitoring protocol, are advised of any inspections of the premises by the Health and Safety Executive, for whatever reason.
- All contractors working for the Highland Council are made aware of the presence of asbestos and can refer to the plan via the portal or hard copy made available at the school.

Employees

Each employee within the building is required to:

- Comply with the requirements of the plan
- Undertake any related tasks as communicated to them by the RPO
- Be aware of where asbestos containing material is located in the property and to ensure that wherever possible these areas are not disturbed or damaged.
- Report the location of any suspected damage to asbestos containing material to the RPO.
- Do not instruct any work within the boundaries of the establishment.
All work has to be approved by the RPO/Head Teacher and instruction via Housing and Property Management Systems

The Housing and Property Service (refer to separate policy on the intranet)

Housing and Property Services are responsible for:

- Arranging asbestos surveys for ECS premises and providing RPO with a copy of asbestos survey clearly identifying the location of asbestos containing material within the school.
- Developing an asbestos management plan in consultation with RPO and Maintenance Officer.
- Maintaining a database that contains up to date information and communication arrangements for any changes to the database.
- Providing advice and information on the plan to persons having an appropriate interest (e.g. contractors undertaking work in the property) and undertaking project specific site inspections as necessary.
- Providing technical procedures and related guidance for all RPOs in assisting with compliance with this arrangement and the requirements of the Control of Asbestos Regulations 2006.
- Information regarding the presence of asbestos is conveyed in tender documentation as appropriate and that contractors have a health and safety plan including a method statement for its treatment or removal. The plan will be submitted by the contractor prior to commencement of works on site.
- All contractors' procedural documentation must reflect relevant guidance issued by the Health and Safety Executive and is annually reviewed and updated as required

Corporate Health Safety and Well Being Team

- Providing advice and assistance in support of these arrangements
- Periodically auditing property arrangements

Employee Development

- Provide training for RPO on asbestos awareness and RPO responsibility.

4. Education Culture and Sport Emergency Procedures for Asbestos

Emergency Procedures if Asbestos is Damaged or Disturbed

All incidents involving disturbance or damage, to asbestos containing material or suspect material, must be dealt with in accordance with these emergency procedures.

If material containing, or suspected of containing, asbestos is damaged or disturbed by accident or during maintenance works:

- Communicate the event to the RPO or the person in control of the work area.
- Stop all work in progress in the area.
- Evacuate the area to safe boundary.
- Close the area off .
- Prevent access to or through the area.
- Inform Housing and Property Maintenance Officer.
- Complete a list of people in the area at the time of the incident in accordance with Highland Council Procedures
- Complete with out delay and submit the Corporate Incident/Accident Report Form.
- Co-operate with any immediate decontamination/remedial works required.
- Retain all documentation relevant to the work being done.
- Prior to reoccupation the RPO is required to have air clearance certificates.

The outcome of any incident investigation will identify if additional actions need to be taken, before the work can continue or access to the area can be allowed.

Contacts

Housing and Property

- Stuart Duncan HAPS Property Risk Management Officer
01463 702239
- Maintenance Officer*
*(fill out appropriate name and telephone number)

Education Culture and Sports

- Robert Campbell Estate Strategy Manager
01463 702812

Area ECS Office:

- Inverness Nairn Badenoch and Spey
01463 663800
- Caithness Sutherland and Easter Ross
01463 702000
- Wester Ross Skye and Lochaber
01349 863441

Corporate Health Safety and Wellbeing Team

- Gena Falconer Health Safety and Wellbeing Manager
01463 703094
- Andrew MacTaggart Health and Safety Advisor
01463 703099

5. Prohibition of Unauthorised Works to Fabric of the Building

The Director of Education Culture and Sport, issued a Memorandum 1 March 2010, instructing that all works carried out in a school should be commissioned and carried out by Housing and Property Services.

All Head Teachers and Janitors should ensure that all works carried out, within the school must submit a Maintenance Request Order (MRO) to their Maintenance Officer. **This work includes any refurbishments and minor DIY work, for example shelves, white boards or any equipment that requires to be fixed to a wall/ceiling.**

Maintenance Officers will provide Head Teachers with a Customer Notification/Plan in Place prior to work commencing. Maintenance Officers will ensure that the Head Teacher will know whether the works that are being carried out are Low/Medium/High Risk, as stated on the Customer Notification/Plan in Place.

For all Medium and High Risk, work activities the following must be shown by the contractor

- Method statements
- Customer Notification/Plan in Place
- Personnel Identification
- Confirmation of Asbestos Awareness Training

All method statements are reviewed by the Maintenance Officer.

6. Asbestos Awareness Training

It is important that all appropriate personnel have an understanding of asbestos awareness and their role in how to manage the presence of asbestos within a property under their control. Asbestos training is mandatory for all Service RPO. Appropriate training is provided for all ECS Staff, to ensure that they have an awareness of asbestos and an understanding of how to access the asbestos information management.

A range of options are available to suit level of appropriate training for individuals and guidance is provided as follows:

Level	Training requirement	Outline of course	Support	Acknowledgement
Minimal Asbestos Present	DVD	Asbestos awareness including overview of legislation Understand use of asbestos management portal New procedures for controlling contractors access to school property How often Asbestos Containing Material needs to be inspected Roles of the RPO and Maintenance Officer for asbestos management Three case studies.	Stuart Duncan Jane Day	Confirmation via letter
Moderate Asbestos Present	DVD and E-Learning After Consultation	Asbestos Awareness for Schools Head Teachers and Site Managers To ensure all duty holders and appropriate appointed persons have adequate awareness and understanding of the issues relating to asbestos and for those persons to operate appropriate regimes to manage asbestos safely within their premises. To ensure compliance with the legal requirements placed upon them. Plus DVD covering roles of the RPO and Maintenance Officer for asbestos management – as above.	Stuart Duncan Jane Day	Confirmation via letter or via log on of E Learning
Significant or special property type	DVD and E Learning package	See above – Note this can be conducted in a workshop session with focus on individual school properties.	Stuart Duncan Jane Day	via log on of E Learning
From time to time group workshops and presentation can be arranged. The E-Learning is available from Employee Development by contacting Sandra Breach Tel: 04163 703058				

7. Local Arrangements: Asbestos

This is a template guide to allow the RPO to record local arrangements. This should be adapted to reflect the individual circumstances within your property

Appendix 1 provides the template guide for local asbestos management arrangements. An electronic copy of this template can be obtained from Jane Day, ECS Health and Safety Co-ordinator.

8. Monitoring, Competent Advice and Support

The following sets out the roles of the monitoring team and where competent advice and support on asbestos management can be found.

Monitoring Team

ECS Area Managers

Area Managers role is measuring the effectiveness of the implementation of ECS asbestos management arrangements

- Review status of compliance of asbestos arrangements at area team meeting.
- Incorporate arrangements for appropriate asbestos awareness training through the new head teacher induction course

Housing & Property Service Monitoring Team

As part of an established plan program the Housing and Property Services will monitor performance and technical aspects relating to asbestos remedial works and asbestos information management

- To audit asbestos information on portal, asbestos remedial work status and progress
- Update portal in consultation with appropriate persons.

Maintenance Officers

Liaise with RPO with on any asbestos management matters.

Corporate Health and Safety Team

As part of Health and Safety Advisers Audits - measuring of corporate compliance with Control of Asbestos Regulations 2006.

- As part of School inspection/audits to discuss with employees regarding any asbestos issues. To establish that employees are aware of the locations of asbestos and how to report any disturbance.
- Auditing of asbestos management documentation (currently carried out by Housing and Property)

Health and Safety Co-ordinator

- Chair periodic meeting with the Monitoring team.
- Collate all monitoring reports liaise with Housing & Property Services to review monitoring information and prepare and track an action plan to address any issues. Report any concerns to Robert Campbell, Estates Strategy Manager, Ron Mackenzie, Head of ECS Support Services and Hugh Fraser, Director of ECS.

Competent Advice and Support

Stuart Duncan (Housing and Property Services)

- Property Risk Management Officer to give advice on asbestos matters

Maintenance Officer (Housing and Property Services)

- Provide Guidance and advice to RPO in respect of any property related issue in relation to asbestos containing material.
- Arrange for any works including asbestos relating remedial or removal works

Corporate Health and Safety Team

- To advise Head Teacher, regarding any health and safety concerns.

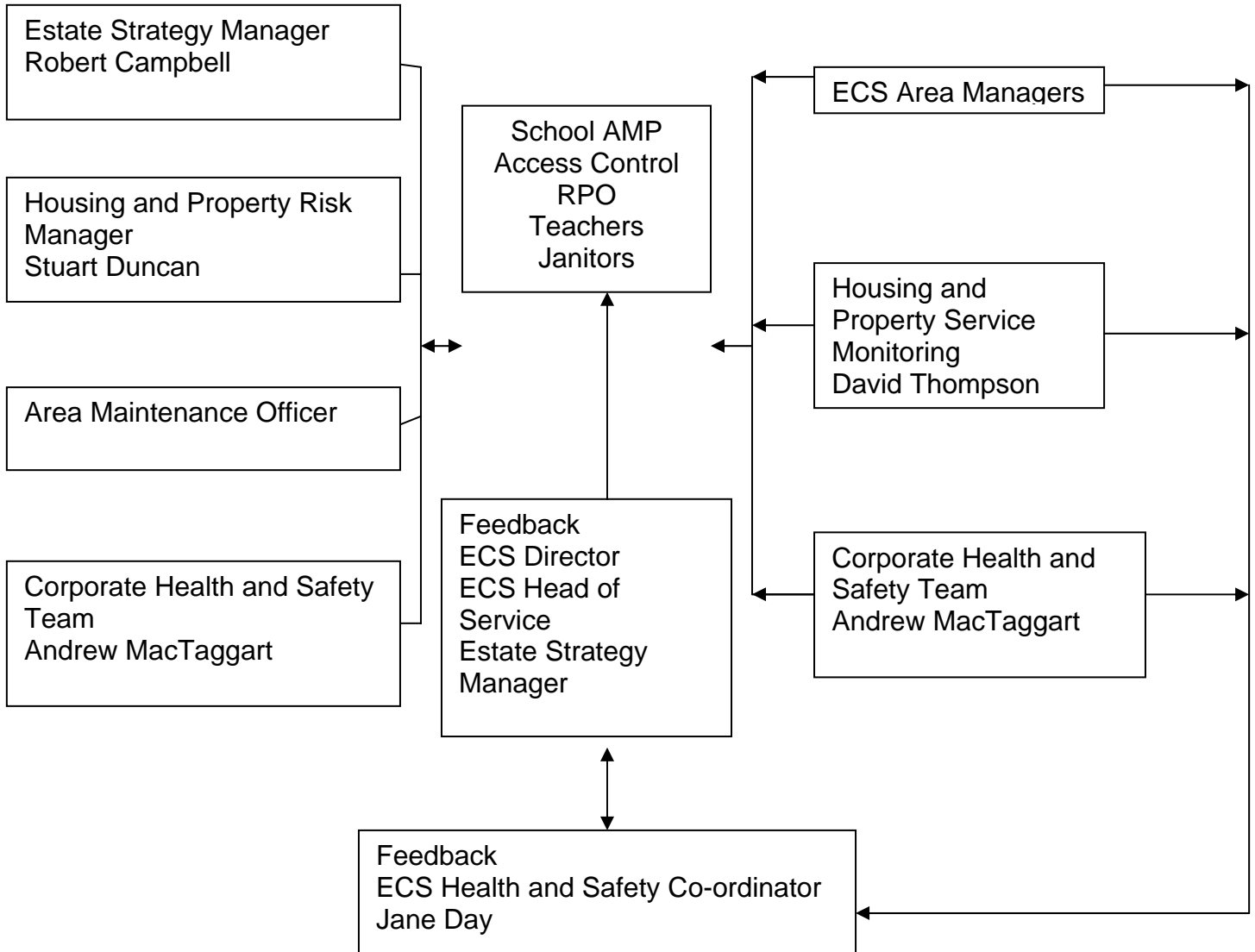
Health and Safety Co-ordinator

To liaise with Housing & Property Service and Head Teachers regarding any issues that arise within the school in relation to works being carried out.

Competent Advice, Support and Monitoring

Competent Advice

Monitoring



Appendix 1

Template Guide Asbestos Management Arrangements

This document describes procedures for the management of asbestos. This procedure ensures compliance with the Education Culture and Sport asbestos management arrangements.

Name of School

Name of Responsible Premises Officer (RPO)

.....

Name of Deputy RPO

.....

Name of Janitor (if applicable)

.....

Responsibilities

RPO

- Arrange that all new staff is made aware of asbestos management arrangements for the property.
- Inform employees and property users of the presence of any asbestos containing material within the property. A briefing note has been developed to assist with this responsibility - Appendix 2
- Arrange for all teachers, janitors, catering and cleaning staff, community staff, contractors, and visitors to have access to the asbestos management plan (hardcopy or the portal) where appropriate.
- Ensure any person including contractors, are made aware, of the presence of asbestos, prior to allowing work to be carried out within the school.
- Liaise with Maintenance Officer, to discuss the content of the asbestos management plan and identify actions.
- Arrange in conjunction with Maintenance Officer for corrective action where asbestos containing material is in poor condition has been identified within the property.
- Consider the potential for asbestos exposure from work activities or occupation of areas containing any asbestos in the general risk assessment process and highlight any future risk areas with staff.
- Routinely include the monitoring of the condition of any asbestos containing material into the school workplace inspection programme

- Ensure that any changes to the school building and fabric are reported directly to Assist FM using the Change Request Form to allow the portal to be up-dated.
- Report any disturbances or broken asbestos, found during inspection, to the RPO, Maintenance Officer (Insert name), Estate Strategy Manager (Robert Campbell), Property Risk Manager (Stuart Duncan) and make arrangements to isolate the area.
- Ensure that all communication relating to the disturbance of asbestos from all building users has been acknowledged
- Ensure any works required in the school has been communicated and recorded in the Housing and Property Management System

Deputy RPO

- It is the responsibility of the RPO within the school, to nominate a deputy RPO.
- In the event of the RPO being unavailable the first point of contact should be to the delegated/deputy RPO as instructed on the Asbestos Management Plan.
- In the event of the RPO being unavailable the Deputy RPO will assume the RPO's role as described above.
- The name and contact arrangements of the RPO are to be recorded and communicated to all staff.

All School Staff including Teaching, Support, Clerical, Janitorial, Temporary, Catering, Cleaning & other Operative Staff

The name and contact arrangements of the RPO are to be recorded and communicated to all staff.

In the event of the RPO being unavailable the first point of contract should be to the Deputy RPO as advised in the Asbestos Management Plan. All school staff should undertake the following:

- Report any damage or deterioration of asbestos containing materials to the RPO
- Contact RPO where risks are seen to be unacceptable.
- Report any incident of asbestos exposure or possible exposure of a school employee or non employee i.e pupil.
- Be aware that any contractors in the school should report to reception, be signed in and should carry a contractors ID badge. If a contractor can not produce a contractors ID badge please ask them to report to reception, or contact the RPO or the responsible person
- Do not enter an area where a room has been isolated.

Appendix 2

Asbestos Briefing (Insert Date)

Name of School

Name of Head Teacher

This is an example of an asbestos briefing note that is generic to any property and is to provide guidance for RPOs

Different types of asbestos do exist.

Asbestos was used in many buildings until 1999, easily available, low cost. Properties: resistant to chemicals, resistant to heat, resistant to wear.

Health risk if asbestos disturbed and inhaled.

Highland Council:

- HC to have an Asbestos Management Plan in place in each school.
 - Housing & Property Service is implementing across Council. Services and individuals have to comply.
 - All head janitors and head teachers have received Asbestos Awareness training
 - Head teachers to provide briefing for all staff. All staff is required to sign the attendance sheet.
 - All buildings have been surveyed, non intrusive
 - Result of survey now available:
 - On line document details each space in the building and details of any asbestos detected.
 - Portal: www.assistrecords.co.uk
 - username: Insert School Name (with spaces, not case sensitive)
 - password: asbestos (case sensitive)
-
- Green flag = no asbestos detected,
 - Yellow flag = asbestos presumed,
 - Red flag = asbestos detected.
-
- Name of school & amount of asbestos i.e large amount small amount - considering age of the building
 - (Name of Head Teacher) can let anyone see survey results for own area of school
 - Main areas to be aware of:
 - LIST of AREAS

(Insert name of school) must now implement Asbestos Management Plan.

- All contractors must sign in at front office, even if working in grounds
- H&PS will show contractors/sub-contractor Asbestos Portal for non devolved works
- Responsibility of (name of head teacher) if the work is carried out on our devolved budget. However all concerns will be addressed by H&PS, Maintenance Officer.
- Head Teacher (Name of person) will show the contractor the Asbestos Register for (Name of School)
- Contractor has to sign that they have checked the register before they may commence work
- A Contractor Signing-in Sheet is in place.
- If any work is proposed to the fabric of the building, walls, floors, ceilings, in any space staff must first discuss with (Insert name of Head Teacher), who will advise or will seek advice from H&PS. If (Insert name of Head Teacher) wishes to carry out work to the building he/she will initially consult with H&PS.
- Walls must not be punctured with anything including drawing pins, staples or the like without first discussing with (Insert name of Head Teacher). Blue Tac/White Tac or equivalent may be used. This also means that existing pins, staples, etc fixing posters/pupil work to surfaces must not be removed without first discussing with (Insert Name of Head Teacher). As the Head Teacher and H&PS build up knowledge of the building this process will become quicker.

Asbestos is classed as a hazardous material so a safety plan is required.

Safety Plan:

If a surface containing Asbestos is damaged:

- Evacuate the room.
- Contact Head Teacher & Janitor immediately and advise a member of SMT.
- Head Teacher will seal and lock the room.
- Head Teacher will contact H&PS for advice regarding next steps.

Contacts: Maintenance Officer, Stuart Duncan Risk Manager, Robert Campbell Estate Manager, and Health Safety Wellbeing Team.

Name of delegate:

Date of Briefing:

Signature of Rector/Head Teacher:

Asbestos Briefing for Catering, Cleaning and Cleaning Operative Staff

Name of School

Name of Head Teacher

This is an example of an asbestos briefing note that is generic to any property and is to provide guidance for RPOs

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Asbestos was used in many buildings until 1999, easily available, low cost. Properties: resistant to chemicals, resistant to heat, resistant to wear.

Health risk if asbestos disturbed and inhaled.

Highland Council:

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 - Result of survey now available:
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- Green flag = no asbestos detected,
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- Name of school & amount of asbestos i.e large amount small amount - considering age of the building
 - (Name of Head Teacher) can let anyone see survey results for own area of school
 - Main areas to be aware of:
 - LIST of AREAS

(Insert name of school) must now implement Asbestos Management Plan.

- All contractors must sign in at front office, even if working in grounds
- H&PS will show contractors/sub-contractor Asbestos Portal for non devolved works
- Responsibility of (name of head teacher) if the work is carried out on our devolved budget. However all concerns will be addressed by H&PS, Maintenance Officer.
- Head Teacher (Name of person) will show the contractor the Asbestos Register for (Name of School)
- Contractor has to sign that they have checked the register before they may commence work
- A Contractor Signing-in Sheet is in place.
- If any work is proposed to the fabric of the building, walls, floors, ceilings, in any space staff must first discuss with (Insert name of Head Teacher), who will advise or will seek advice from H&PS. If (Insert name of Head Teacher) wishes to carry out work to the building he/she will initially consult with H&PS.
- Walls must not be punctured with anything including drawing pins, staples or the like without first discussing with (Insert name of Head Teacher). Blue Tac/White Tac or equivalent may be used. This also means that existing pins, staples, etc fixing posters/pupil work to surfaces must not be removed without first discussing with (Insert Name of Head Teacher). As the Head Teacher and H&PS build up knowledge of the building this process will become quicker.

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- Evacuate the room.
- Contact Head Teacher & Janitor immediately and advise a member of SMT.
- Head Teacher will seal and lock the room.
- Head Teacher will contact H&PS for advice regarding next steps.

Contacts: Maintenance Officer, Stuart Duncan Risk Manager, Robert Campbell Estate Manager, and Health Safety Wellbeing Team.

Name of delegate:

Date of Briefing:

Signature of Rector/Head Teacher:

Appendix 3

School Lets Booking Form

BOOKING OF COMMUNITY FACILITIES

All applications for lets must be made on the appropriate booking form name of school available from. The booking application must be completed in full, conditions of let read and signed by the applicant then returned to (Insert name of school) for the attention of the Head Teacher. You will receive written confirmation if and when your booking has been approved.

All bookings must be paid for in advance unless alternative arrangements have been authorised by the Head Teacher

CONDITIONS OF LET

BOOKING APPLICATIONS

All Lets are authorised by the Head Teacher. All applications must be made on official application form, and all applicants must be over 18.

- Submitting an application does not constitute acceptance of the let. The premises are not deemed to be let until the applicant has received a receipt or written confirmation.
- The Head Teacher has the right to refuse or withdraw any application for let in whole or in part without giving any reason.
- The Head Teacher has the right to cancel a let in the event of facilities being required for Community School activities
- The Head Teacher has the right to amend or add to these conditions of let at any time.
- The Head Teacher has the right to suspend or take action at their discretion on any matter which in the opinion of the School Staff or Highland Council, does not comply with the terms of these conditions, or which they consider necessary in the interests of safety and good order or to deal with any contingency not covered by these Conditions of let.

CHILD PROTECTION

- All groups who hire Highland Council premises and who are working with children under 16 or vulnerable adults must have at least 2 adults in charge who have enhanced disclosure checks, and must adopt the Highland Child Protection Committees child protection policy. Some groups may be affiliated to a national or larger organisation that already has a child protection policy in place, however these are not always in line with Scottish legislation and Highland local protocols. If applicable, bookings will not be accepted until evidence can be provided. For further guidance on this, and for help in completing and adopting the Highland Child Protection Committees child protection policy, please discuss with the Head Teacher.

HEALTH AND SAFETY

ASBESTOS

In accordance with the Highland Council's Statement of Policy on Health and Safety at Work, the Service Director is responsible for applying the corporate health and safety policy. This includes asbestos management.

It is important that all appropriate persons, using the school halls/classroom have an understanding of the locations and risks of asbestos within the room/hall that is being occupied

All users that hire the school hall/classrooms must:

- Report any damage or deterioration of asbestos containing materials to the RPO as soon as incident has happened
- Contact RPO or Deputy RPO where risks are seen to be unacceptable.
- Report any incident of asbestos exposure or possible exposure of any visitor/user whilst the hire of the hall/classroom is occupied.
- Any contractors in the school should have a contractors badge, If a contractor can not produce a contractors badge please ask them to report to reception, or contact the RPO or the responsible person
- Do not enter an area where a room has been isolated.
- In the event of any emergency evacuation, it is your responsibility to ensure that all members of your group have been evacuated and are accounted for. You must ensure that everyone attending your activity is familiar with Insert name of school evacuation procedures, emergency exits and meeting points.
- You are responsible for ensuring all doors, corridors, stairs, exits, emergency exits and walkways are kept free from obstruction at all times.
- In the event of any accident within the premises, you must report it immediately to a staff member and an accident form must be completed and returned.
- The maximum capacities of each room and age eligibilities for time of day or night, must be strictly adhered to.
- If you are operating any portable electrical appliance not provided by Insert name of school, this equipment must have a valid portable appliance test label, or the equipment will not be able to be used within the centre.
- Risk assessments are completed by the Head Teacher for the building and are available on request. It is your responsibility to complete risk assessments for your own club or activity.

The named person for the letting of the classroom/hall must sign the Contractors signing in book to acknowledge they have been shown the Asbestos Management Plan/Portal, which will identify where the asbestos is with in the area that is being used. Also they understand the procedures if asbestos is disturbed during the time they are using the building.

PAYMENT

- Let charges must be paid at the time of booking or a minimum of 7 days before the let, unless prior arrangements have been made.
- Time must be allocated within the let period to allow for preparation and cleaning up. If not vacated on time, the next hourly rate will automatically be charged.

CANCELLATION

Unless the appropriate notice is given, cancellation fees for bookings are as under noted:-

- 6 – 7 days before the let No charge
- 4 – 5 days before the let 25%
- 2 – 3 days before the let 50%
- 1 day before the let Full charge

LOSS OR DAMAGE

- The premises must be left clean, tidy and in good order and condition, including showers and changing rooms and all rubbish must be removed. If any damage occurs during your booking, the group or person hiring the facility will be held responsible.
- Any damages must be pointed out to a member of staff as soon as they occur.
- The School Staff are not responsible for valuables or equipment left on the premises.
- Highland Council has public liability insurance and copies of the certificates are displayed throughout the school. Highland Council strongly recommends that all groups hiring their facilities have Public Liability Insurance to cover any property damage or injury to third parties whilst attending your activity. If a booking is made and insurance cover is not held, then this is at the lessee's own risk.

PERMISSION TO PHOTOGRAPH OR FILM

- For the safety and privacy of users, you must register your wish to use a camera, video camera or mobile phone with camera/videoing facilities within these premises, with the Head Teacher.
- The above may only be used in the room you have hired.
- Permission from all participants in the group must be sought.
- If there are children under 16 in the group, written permission to be photographed or recorded must be sought from parents and proof shown to Head Teacher.

GENERAL

- School staff shall have access to all parts of the school at all times during periods of let.
- The group or person making the booking is responsible for all people attending their activity, and as such is expected to supervise and maintain order within the group.
- School staff have the authority to evict and ban unruly people.
- No one under the influence of drink or drugs will be admitted.
- Smoking is not permitted.

You are responsible for all members of the public attending your activity, therefore it is your responsibility to ensure that everyone attending your activity know, understand and agree to these conditions of let. Any breach of the conditions of let will not be tolerated, and could lead to your booking being cancelled.

**CATEGORY OF LET MEETING ROOM OR CLASSROOM GYM HALL 1 COURT GYM HALL 2
COURTS MULTI FACILITY**

No Charge

- ECS Activities
- School Board/PTA Meetings Fundraisers
- Highland Councillors Surgeries
- Community Councils
- Sunday Schools No Charge

Concessionary

- Youth, Senior Citizen and Disabled Groups
- Playgroups
- Charitable Groups
- Fundraising
- Youth No charge Monday to Friday during term time up to 10.00 pm. Surcharge of £20.10 at weekends and holidays up to 10.00 pm.

Standard

- Blood Transfusion Service
- Recreational Groups
- Religious Groups
- Political Groups

Appendix 4

Contractor signing in sheet

For The Highland Council Use Only
 An Exception is only allowed after permission is granted by a Maintenance Officer (MO)

Date	Time		Your Name	Your Contact		Location & Description of Work	Job/ Project Ref/No	Asbestos Register Understood	Plan In Place	Asbestos Awareness		Signature
	In	Out		Company Name	Telephone Number					Yes	No	
30/03/10	10.30	16.30	John Smith	HC Building Maintenance	07712 345 465	Fix Leaking Pipe, in Kitchen	HC 00000					John Smith

All contractors must show identification before continuing i.e. Photo Identity Card/Badge including the firms name

FIRE EMERGENCY PROCEDURES

- Ensure you know the location of the nearest fire alarm break glass call point within your work area.
- Ensure you are familiar with the:
 - emergency escape routes in your working area indicated by a green running man
 - fire fighting equipment within your work area & its use
 - location of the fire assembly points & how to get there
- When the fire alarm goes off (i.e. a siren or similar) evacuate the building immediately and report to the appropriate assembly point
- On discovering a fire sound the alarm by smashing the glass of the red break glass call point & evacuate immediately
- Once outside summon assistance by dialling 999.

If you are unsure of the fire emergency procedures or require clarification ask a member of staff before commencing work

ASBESTOS INFORMATION (applicable for all properties and contractors)

- Before commencing work ensure that you:
 - see and familiarise yourself with the buildings asbestos management plan
 - have been shown the asbestos register via portal or hard copy
 - provide evidence of competency i.e. asbestos awareness training/certificate

GENERAL INFORMATION (for all contractors)

- Contractors will be required to show evidence that they are fully trained and qualified in their specific trade as indicated in the Plan in Place
- All contractors are required to ensure that they and their sub contractors behave in an orderly manner
- Before commencing work the contractor will be informed of possible dangers in the property
- Where a contractor accidentally damages the fabric of the property they must report this to the Responsible Premises Officer (RPO) immediately
- All contractors have a responsibility for their own Health and Safety and of others who may be affected by their work activities while working within a property

Appendix 5

Guidance for contractors accessing schools

School site rules for Contractors

- Report to reception on arrival before starting any work and also when leaving the site
- Sign the contractors book to acknowledge the Asbestos Register
- Meet on site head teacher or janitor
- Inform the head teacher/janitor of any hazardous equipment e.g. noise drills to be used on site
- Provide a safe working method procedure including risk assessments for medium and high risk work
- Park vehicles in the designated area or as instructed by head teacher or janitor
- Ensure the school's emergency procedures are understood e.g. if a fire drill is planned
- Ensure the schools emergency procedures are understood by all contractors employees
- Wear identification badge as provided by the school at all times
- Ensure access for emergency vehicles is maintained at all times
- Wear appropriate clothing
- Act courteously to staff, children and members of the public
- Use appropriate personal protective equipment
- Segregated their work area wherever possible and/or as agreed to take such steps as necessary to prevent unauthorised access particularly by children to their work area tools and equipment
- Keep fences e.g. herras secure and in tact to prevent unauthorised access
- Keep their work area in good order to avoid slips, trips and falls
- Control waste material and remove all waste from site at the end of each working day and or on completion of work
- Report accidents on site and provide a copy of accident reports
- Ensure their own staffs are aware of the arrangements made for welfare e.g. toilets
- Ensure their own staffs are aware of the arrangements for first aid
- Ensure their own staff are aware of requirements to provide fire fighting equipment as necessary

Additions:

Contractors Must Not:

- Leave tools, equipment, access equipment, chemicals etc accessible by unauthorised persons particularly children e.g. when their work area is left unattended
- Obstruct fire exits or fire exit routes
- Use bad language e.g. swearing
- Smoke in school buildings/on site/except in designated areas
- Use any tools, equipment ,access equipment etc belonging to the school

Appendix 6

Acknowledgement of DVD

Name:

School:

Position:

Date:

I (insert name of person) have viewed and understood the Asbestos DVD

I am aware of what asbestos is, and the ill health effects it can have on a person, if asbestos is not dealt with in the correct way, which Education Culture and Sports, have stipulated in the policy and procedures. I understand how to use the portal and what an asbestos management plan is. I am aware of the ECS policy and procedures for dealing with Asbestos and the control measure that need to be implement when dealing with Contractors. I am aware of what to do if asbestos is broken or damage and the person and I would report to is the Head Teacher, deputy head teacher or a supervisor (catering and cleaning) who will cascade this information to the Head Teacher.

Signature:.....

Date:

Appendix 7

Responsible Premises Officer Role

The following is a general policy for the guidance for the RPO role, as developed by Employment Development. Please contact Employment Development for any assistance with the following.

General Policy

.....School

Health, Safety and Property Management Statement

Our Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances
- To provide information, instruction and supervision to employees;
- To ensure all employees are competent to do their tasks, and give them adequate training;
- To prevent accidents and cases of ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities

1. The overall responsibility for health and safety in the school is that of:

Name of Head Teacher

2. To ensure health and safety standards are maintained and/or improved, specific responsibilities for health and safety may be delegated. Delegation may be by workplace area, e.g. PE Dept, or by topic, e.g. accident reporting or fire safety. Health and Safety responsibilities are detailed in the Health and Safety File Index.

3. Where responsibilities are delegated to team members, the Head Teacher is still accountable. It is the Head Teacher's responsibility to ensure delegated team members have the knowledge, skill and resources (including time), to fulfil responsibilities. The Head Teacher will also monitor and support, to ensure delegated responsibilities are carried out effectively.

4. All employees have to:

- Co-operate with management on health and safety matters,

- Follow health & safety procedures
- Not to interfere with any equipment provided to safeguard health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety incidents or concerns to an appropriate person

Health and Safety risks arising from our work activities

1. Risk assessments will be undertaken by the following (name/job title):

2. The findings of the risk assessments will be reported to:

3. Action required to remove/control risks will be approved by:

4. Checks that implemented actions, from risk assessments, have removed or reduced risks will be carried out by:

5. Assessments will be reviewed when work activity changes and/ or every:

Liaison and Consultation in Shared Premises or PPP schools

(This applies where the school site is shared, e.g. community centre or dental unit, or the school is used by others outside of schools hours. It also applies if the school premises are managed under a PPP contract)

The following person is responsible for liaison and consultation regarding health and safety, and property related, issues:

Consultation with those working in the school (full/part time and relief)

1. Staff representative(s) are:

2. Consultation with staff will be achieved by:
(method and responsible persons)

Information, instruction and supervision

1. The Health and Safety Law poster(s) is/are displayed at:

2. Health and safety advice is available from:
3. Supervision of young workers, trainees and new staff will be arranged/undertaken by:
4. Relevant health and safety information will be kept up to date by:
(methods and responsible persons)

Training and competency for tasks

1. Induction training, in accordance with Council policy, will be provided to school staff by:
2. Health & safety training needs will be identified, arranged and monitored by:
3. Records of health & safety training will be kept in;

Accidents, first aid and work related ill health

1. If required, health surveillance will be arranged by:
2. The first aid box (as) is/are available at:
3. The appointed person(s) or first aider(s) is/are:
4. All accidents and cases of work-related ill health are to be recorded on The Highland Council form, "Reporting of accidents, incidents and occupational health". Copies of completed forms are kept at:
5. Reporting, in compliance with Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR), is the responsibility of:
6. Investigation, after an accident, near miss or work related ill health, will be led by:

School Premises Management

1. Routine 'walkabout' inspection of the property will be conducted by:
2. Property related defects are to be reported to:
3. Maintenance Request Orders will be authorised by:
4. An 'Out of Hours Contact List' will be maintained by:
5. Energy Management is the responsibility of:

Monitoring

Follow up, on any Inspection Report or Audit is the responsibility of the Responsible Person, for the subject area.

Responsible Persons are responsible for monitoring and reviewing the effectiveness of procedures and controls in place, for each of their designated topics. Where authority or resources, beyond those of the manager/team leader, are required to control risks or comply with procedures, then senior management must be informed.

Head Teacher

Signature.....

Date

Appendix 8

Asbestos Management Planning – Roles

Current version date: 9 November 2010 (Sheet 6 added) This document provides an overview of the contributory participation of each person involved in producing, maintaining and updating an Asbestos Management Plan (AMP) for school properties.

The diagram below (taken from the recently published [Asbestos: The Surveyors Guide](#)) gives a view of the hierarchy and sequence of the steps to be taken to compile an AMP.

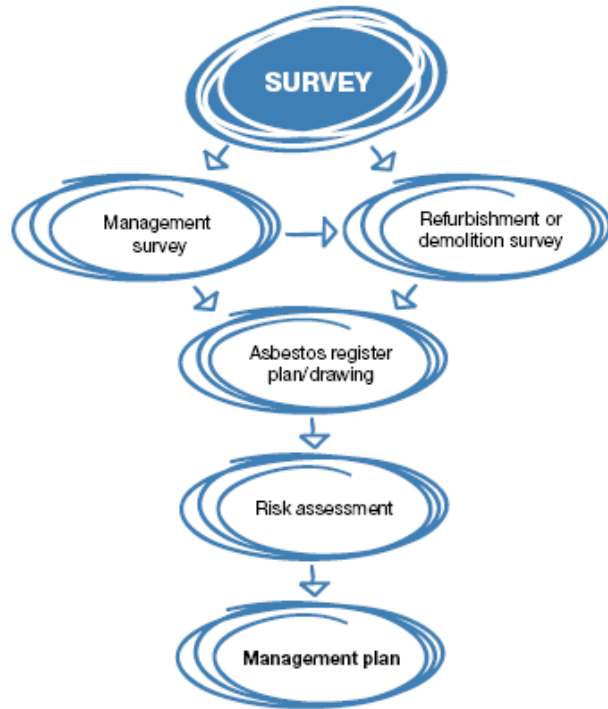


Figure 2 Schematic diagram showing the link between the asbestos survey and the management plan

Asbestos survey comprising;

- survey data, asbestos register and building diagram(s) are component parts of a separate

Risk assessment that also takes account of;

- premises activities and use of areas [RPO] which in turn feeds into the

Management plan containing;

- actions to deal with any ACMs needing attention [MO] including training, communication, premises access procedures [RPO].

Key persons involved in preparing an AMP are;

- **Responsible Premises Officer (RPO)** i.e. the Head Teacher who will own the AMP
- **Area Housing & Property Maintenance Officer (MO)** who will liaise with the RPO and arrange for any remedial works
- **Contractor** (who may be required to carry out asbestos remedial works)
- **Surveyor** – Assist FM (who carries out the asbestos survey)
- **Core Housing & Property Officer** to provide technical advice
- **Core Education Culture & Sport Officer** to provide strategic direction or advice in relation to policy relating to the school estate
- **Corporate Health & Safety Advisor** to provide advice monitor compliance with the Control of Asbestos at Work Regulations.

Contents: -

1. Creation of Asbestos Management Plan
2. High risk asbestos discovery found (during AMP survey project)
3. Instructing / Controlling works affecting building fabric/services
4. Making changes / Updating the Asbestos Management Plan
5. Making changes / Managing the Survey drawing (AutoCad.dwg)
6. Dynamic Project (existing school) – Value >25K

1. Creation of Asbestos Management Plan

Task	Responsible Premises Officer (RPO) e.g. Head Teacher	Area – H&P Maintenance Officer (MO)	Contractor	Asbestos Surveyor (Assist FM)	Core – H&P Officer	Core – ECS Officer	Corporate H&S Advisor
Asbestos survey initial commissioning					(i) Arrange for survey		
				(ii) Assist FM to organise / plan CAD/asbestos survey			
						(iii) Communicate survey proposals to RPO and MO	
	(iv) Inform staff/others of CAD/asbestos survey time						
Asbestos survey execution	(v) Provide access for surveyor (key holder for all areas).						
				(vi) Undertake survey works and communicate any high risk discoveries (<i>see separate process sheet</i>)			
Communication of asbestos survey results				(vii) Communicate initial survey outcome to RPO			
				(viii) Post survey results to AMP portal and inform RPO, MO and Core H&P and ECS Officers and H&S Advisor			
	(ix) Acknowledge receipt of link to AMP portal						
	(x) Communicate survey results to staff <i>and others</i>						
Addressing any remedial works	(xi) Arrange to meet MO regarding remedial actions						
		(xii) Meet with RPO to agree Action Plan					
				(xiii) Meet RPO/MO to complete AMP/Action Plan			
		(xiv) Arrange for remedial works - refer to separate Sheet 2 for action on High risk item					

2. High risk asbestos discovery found (during AMP survey project)

Task	Responsible Premises Officer	Area – H&P MO	Contractor	Surveyor – Assist FM	Core – H&P Officer	Corporate H&S Advisor
High risk asbestos discovery found during survey				(i) Alert RPO, provide advice and inform Area MO, Core H&P and ECS Officers and H&S Advisor		
	(ii) Arrange for suitable isolation of area on advice of surveyor					
Remedial work planning		(iii) Arrange for remedial actions on advice of surveyor <i>inc. contingency Note – Refer to Sheet 3 for <i>Instructing / Control of works</i></i>				
		(iv) Check that no other works are planned for the affected area				
					(v) Review / acknowledge remedial actions	
						(vi) Liaise with HSE (and request waiver where necessary)
					(vii) Review Plan of Work in conjunction with MO	
	(viii) Inform staff / others of remedial steps to be taken (including (parents / staff / press) if necessary					
Implementation of remedial works			(ix) Execute remedial works on MO instruction			
		(x) Receive and file asbestos clearance documentation in Property File and forward to Assist FM to update AMP portal				
Updating information				(xi) Update AMP with work done		
	(xii) Inform staff of changes made to AMP					

3. Instructing / Controlling works affecting building fabric/services

Task	Responsible Premises Officer (RPO)	Area – H&P Maintenance Officer (MO)	Contractor	Asbestos Surveyor
Persons instructing works affecting building fabric/services to have the authority of the Director of Finance	<u>Note moratorium letter issued by Director of ECS (4/8/09)</u> Contact area H&P office to make request / arrange for works to be instructed; Caithness, Sutherland and Easter Ross - Drummie, GOLSPIE 01408 664512 Inverness, Nairn, Badenoch and Strathspey - 21-23 Church Street, INVERNESS 01463 703824 Ross, Skye and Lochaber - Council Offices, High St DINGWALL 01349 868580	(i) All MO's to complete a proforma – ' Director of Finance Delegated Authority to Undertake Procurement Tasks ' signed and authorised by Service Line Manager and approved by Head of Procurement for Director of Finance. Note: The Officer requesting authority to undertake procurement tasks involving 'construction works' must also have completed (or in be in the process of completing) the CDM2007.org training course .		
Arrange for a Refurbishment Survey (intrusive)		(ii) Request for works logged. Check AMP portal, if definitely no asbestos proceed as normal, if doubt - Issue Works Order to Asbestos Surveyor (Consultant Framework list)		
Sampling strategy / survey arrangements agreed				(iii) Contact MO and RPO to discuss sampling strategy/survey
	(iv) Agree timing of survey, access arrangements, etc			
Survey area for asbestos containing materials				(v) Conduct survey, prepare / issue report to MO and RPO
Instruct works to contractor		(vi) Assess risks, specify the works (allowing for contingency) and issue Works Order to a contractor		
			(vii) View portal, prepare Method Statement, and issue to MO	
		(viii) Review Method Statement (with RPO) authorise start/issue 'Plan-in-place' to Contractor (copy to RPO)		
Permission to proceed to work	(ix) Receive 'Plan-in-place' confirmation			
			(x) Arrive at reception complete sign-in procedure (view Asbestos Register via portal or hard copy) and acknowledge property rules	
	(xi) If Work 'Plan-in-place' available <u>and</u> Contractor has completed access procedure then permit access. If not - access to be denied (<i>add to reception rules</i>). Contact MO for instructions.			
		(xii) Issue Exception only in emergency		

4. Making changes / Updating the Asbestos Management Plan

Task	Responsible Premises Officer (RPO)	Area – H&P Maintenance Officer (MO)	Surveyor – Assist FM	Core – H&P Officer	Corporate H&S Advisor
AMP change required	(i) Record on Change Request Form any change in; - RPO name - Room name - Room occupancy activity (normal use or secondary use e.g. by community group) - Frequency of room use - Planned Actions to address any recommendations for isolation of areas, controlled access (key holder), etc				
		(ii) Record on Change Request Form any change in; - Existing asbestos material e.g. due to condition, treatment (i.e. encapsulation or disturbance) - Removal of asbestos - Additional asbestos found - Documentation provided (e.g. clearance certificate for removed works) - Planned Actions to address any recommendations for remedial works			
AMP information changed	(iii) Forward / communicate request for Change to Assist FM	(iv) Forward / communicate request for Change to Assist FM			
			(v) Receive Change Request Form, update AMP details and refresh portal,		
AMP updated			(vi) e-mail change confirmation to RPO		
AMP review				(vii) Carry out periodic review of AMP Action Plan status	
					(viii) Carry out periodic review of AMP status

5. Making changes / Managing the Survey drawing (AutoCad.dwg)

Task	Area – Principal Architect (PA)	Lead Designer / Consultant	Asset Management Team	Surveyor – Assist FM	Core – H&P Officer	Corporate H&S Advisor
AMP change required	(i) Establish need for .dwg and request from Asset Management Team.					
			(ii) Release .dwg to Principal Architect and record on booking register			
		(iii) Alter drawing to suit alterations and extension and Record on Change Request Form any change in; - Room name - Room occupancy activity - Frequency of room use - Existing asbestos material e.g. due to condition, treatment - Removal of asbestos - Additional asbestos found - Documentation provided				
AMP information changed	(iv) Forward / communicate request for Change to Assist FM					
				(v) Receive Change Request Form, update AMP details and refresh portal,		
AMP updated				(vi) e-mail change confirmation to RPO		
AMP review			(vii) Record .dwg return on booking register			
					(viii) Carry out periodic review of AMP Action Plan status	
						(viii) Carry out periodic review of AMP status

6. Dynamic Project (existing school) – Value >25K

Task	Responsible Premises Officer (RPO)	Lead Consultant	Area – H&P Maintenance Officer (MO)	Surveyor – Assist FM	Core – H&P Officer (PRMO) or PPM / Folio Off.	Corporate H&S Advisor
AMP information					(i) Arrange to issue AMP link with PCI to Lead Consultant at job assignment.	
AMP change required		(ii) Ensure MO and RPO are aware of project content and timescales from an early stage.	(ii) MO is made aware of project.			
	(iii) Provide Lead Consultant with site rules relating to the asbestos management plan e.g. access controls, etc.	(iv) Notify Assist FM that a project is to begin on site including any proposals for asbestos works - at Pre-Start meeting stage.		(v) Assist FM to add 'LIVE PROJECT' label/contact details and record planned asbestos works.		
		(vi) Arrange to; a) Book out CAD plans b) commission Refurbishment Survey - CAD plans to be issued to surveyor before survey commences , and c) Record on Change Request Form any change/new asbestos found.		(vii) Receive any Change Request Form, update AMP details, refresh portal and e-mail change to RPO		
	(viii) Receive any AMP change confirmation					
Contractor AMP check	(x) Receive ' Plan-in-place ' confirmation	(ix) Ensure copy of ' Plan-in-place ' is issued to the RPO to allow Contractor access				
AMP information changed		(xi) At practical completion or sectional completion if included; Record on Change Request Form any change in; - Existing asbestos material due to condition, treatment (i.e. encapsulation or disturbance) - Removal of asbestos - Additional asbestos found - Documentation provided (e.g. Clearance certificate) - Follow Procedure for updating CAD drawing. - Planned Actions to address any recommendations for remedial works. Practical Completion certificate is not to be issued until Change Request submitted				
		(xii) Forward / communicate request for Change to Assist FM. Notify Assist FM project is completed, or part completed.		(xiii) Receive Change Form, update AMP details/refresh portal		
AMP updated	(xv) Receive any AMP change confirmation			(xiv) e-mail change confirmation to RPO		
AMP review					(xvi) Review AMP Action Plan	(xvii) Review Action Plan

Asbestos Management Plan - Change Request Form

Building:	<i>e.g. St Joseph's Primary</i>	Item / ID:	<i>e.g. Cill board</i>
Floor:	<i>e.g. First Floor</i>	Item location:	<i>e.g. Window ledge 24</i>
Change request details:	<i>e.g. Cill board replaced with non-asbestos material</i>		
Documentation:	<i>e.g. Relevant Clearance certificates, reports, etc</i>		
Person making the Change Request:		Date:	

All change requests to be communicated / forwarded to: -	Feedback Note <i>(please enter any comments on the process here);</i>
Via e-mail; highland.crf@assistfm.co.uk Postal address; Ian Guest Assist Facilities Management Ltd Enterprise House, Capricorn Park, Blakewater Road, Blackburn, BB1 5QR Direct Tel: 08450 522 178	

CONTACT DETAILS

Education Culture and Sports

- Robert Campbell Estate Manager 01463 702812

Area Managers

- Graham Nichols CSER Area Manager 01408 635338
- Clifford Cook INBS Area Manager 01463 663812
- Rosemary Bridge ERS Area Manager 01397 707350

Housing and Property Services

- Stuart Duncan Risk Management 01463 702239
- David Thompson HAPS Monitoring 01463 702293
- Maintenance Officer

Health and Safety Team

- Andrew MacTaggart Health and Safety Adviser 01463 703099
- Jane Day Health and Safety Coordinator 01463 703096